



Course: **L0146 – Homeland Security Exercise Evaluation Program (HSEEP): Basic Course**

Course Dates:

April 6 - 7, 2020

8:00 am - 5:00 pm each day

Course Length:

This course is two days in length.

Training Location:

Washington University School of Medicine

Mid Campus Center, Room 1404

4590 Childrens Place

St. Louis, MO 63110

Course Description:

This is an intermediate-level course that provides a comprehensive overview of exercise design along with practical skill development in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) Doctrine. This course uses activities that will give participants an opportunity to interact with many of the templates and other materials that are provided by the National Exercise Division to ensure exercises are conducted in a consistent manner.

L0146 HSEEP course is delivered in a traditional classroom environment, at a local jurisdiction, and incorporates all of the same elements as the webinar version. L0146 courses are 16 hours in duration and can be delivered over 2 or 3 days.

It is mandatory that the participant complete all 16 hours of this course to receive full credit. Anything less will result in the participant's need to re-register for another course and start from the beginning.

Topics to be covered include:

- Unit 1: Introduction and HSEEP Fundamentals

- Unit 2: HSEEP Program Management
- Unit 3: Exercise Design and Development
- Unit 4: Exercise Conduct
- Unit 5: Exercise Evaluation
- Unit 6: Exercise Improvement Planning

Course Goal:

At completion of this course, students will increase awareness of the Homeland Security Exercise Evaluation Program Doctrine, clarify roles and responsibilities, and improve teamwork and coordination.

Prerequisites:

Participants are required to have completed IS-0120.c – *An Introduction to Exercises*. It is also recommended that participants take IS-0130 - *Exercise Evaluation and Improvement Planning*.

Continuing Education Units (CEU's):

EMI awards 1.6 CEUs for completion of this course.

Target Audience:

The target audience for this course is emergency management personnel, public safety personnel and personnel with primary exercise development roles and responsibilities and their supervisors; which includes those with planning, budget management, design, development, conduct, evaluation, and improvement planning of exercises. This includes the following roles at all levels of local, state, tribal or the Federal government:

- Senior and Elected Officials
- Exercise Program Managers
- Exercise Director
- Exercise Planning Team Members
- Exercise Controllers and Facilitators

TRAINING OPPORTUNITY

- Exercise Evaluators

To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application form with student signature and signature of supervisor or sponsoring agency official. **Submit completed paper application and supporting prerequisites for the course to the State Emergency Management Training Office.**

Scan the QR Code, or click the link to download the application:



<https://training.fema.gov/Apply/>

Out of State Students must obtain the approval and signature of their Sponsoring Organization and their State Training Officer.

Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the Target Audience above and indicate how you meet the requirements based upon your position and experience.

Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number.

How do I obtain my FEMA SID number?

- Step 1: [Register](https://cdp.dhs.gov/femasid) (<https://cdp.dhs.gov/femasid>)
- Step 2: Click on the "Register for a FEMA SID" button on screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.

EMI Point of Contact:

For content related questions contact the Course Manager, [Steven Cardinal](mailto:steven.cardinal@fema.dhs.gov) at (301) 447-1309 or steven.cardinal@fema.dhs.gov.

EMI Alternate Point of Contact:

For Basic Academy course questions contact the course manager, [Jeff Januchowski](mailto:jeffrey.januchowski@fema.dhs.gov) at (301) 447-1383 or jeffrey.januchowski@fema.dhs.gov.

How to Register for the Course:

<https://sematraining.com>

State of Missouri Training Point of Contact:

[Laura Norris](mailto:laura.norris@sema.dps.mo.gov), State Training Officer
laura.norris@sema.dps.mo.gov
desk (573) 522-4098
fax (573) 526-9262

Lodging Information:

- Home2Suites by Hilton St. Louis/Forest Park
920 S Taylor Ave, St. Louis, MO 63116
(314) 531-4446
- The Parkway Hotel St. Louis
4550 Forest Park Ave, St. Louis, MO 63108
(314) 256-7777
- Drury Inn & Suites St. Louis Forest Park
2111 Sulphur Ave, St. Louis, MO 63139
(314) 646-0770

Cost/Reimbursement Information:

There is **NO** funding support to attend this course. All travel and meal expenses will be on your own.

Priority of FEMA's Basic Academy Certificate:

Completion of all five courses collectively qualify a student for certificate of completion:

- **L101** Foundations of Emergency Management
- **L102** Science of Disaster
- **L103** Planning: Emergency Operations
- **L105** Public Information & Warning
- **L146** Homeland Security Exercise Evaluation Program (HSEEP)

Missouri's FEMA Basic Academy Offering:

- L101: October 28 - November 1, 2019 (5 days)
- L102: February 10 - 12, 2020 (3 days)
- L103: February 13 - 14, 2020 (2 days)
- L146: April 6 - 7, 2020 (2 days)
- L105: April 8 - 9, 2020 (2 days)

Priority will be given to those students seeking the full Basic Academy certificate who register for **all five courses** by September 6, 2019. After September 6, 2019 individual course registrations will be accepted on a case-by-case basis.

TRAINING OPPORTUNITY